

# GILA COUNTY

## COUNTYWIDE POLICIES & PROCEDURES

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**Note:** Policies in black have been adopted by the BOS. Policies in blue are being presented to the BOS for adoption. Policies in red are pending, so the number and name may change.

<b>ADMINISTRATIVE - 003</b>		
<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
BOS-ADM-001	DEVELOPMENT, REVIEW & APPROVAL OF POLICIES & PROCEDURES	
BOS-ADM-002	COMPUTING AND COMMUNICATION TECHNOLOGY USE AND ETHICS	8/5/2014
BOS-ADM-003	VACANT	
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BOS-ADM-005	COUNTY VEHICLE USE & TAKE HOME ADMINISTRATION	

<b>CLERK OF THE BOARD - 004</b>		
<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
BOS-COB-001	MINUTES OF THE BOARD OF SUPERVISORS' MEETINGS	8/5/2014
BOS-COB-002	BOARDS, COMMISSIONS & COMMITTEES	2/5/2013
BOS-1-2005	REQUEST FOR PUBLIC RECORDS (New# BOS-COB-003 & name change to ACCESS TO PUBLIC RECORDS)	12/13/2005
BOS-COB-003	ACCESS TO PUBLIC RECORDS	
BOS-COB-004	CALL TO THE PUBLIC (BOS-1-2009 approved 02/17/09) revised	9/3/2013

<b>ELECTIONS - 006</b>		
<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
ELS-001	ELECTION SECURITY AND INTEGRITY	6/5/2012

<b>FINANCE - 007</b>		
<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
BOS-FIN-001	DEPARTMENTAL BANK ACCOUNTS	9/20/2011
BOS-FIN-002	PROCUREMENT CONTRACTS	9/20/2011
BOS-FIN-003	PROCUREMENT PURCHASING	9/20/2011
BOS-FIN-004	VACANT	
BOS-FIN-005	CAPITALIZATION OF FIXED ASSETS	8/20/2012
BOS-FIN-006	TRAVEL & RELATED EXPENSES	
BOS-FIN-007	CREDIT CARD ISSUANCE & USE	
BOS-FIN-008	FUNDS TRANSFER	8/20/2012
BOS-FIN-009	FUND BALANCE	8/20/2012
BOS-FIN-010	CASH RECEIPT & DEPOSITS	8/20/2012
BOS-FIN-011	MILEAGE REIMBURSEMENT	
BOS-FIN-012	VACANT	
BOS-FIN-013	MEMBERSHIPS IN PROFESSIONAL ASSOCIATIONS REIMBURSEMENT	

BOS-FIN-014	DISPOSAL OF FIXED ASSETS & INVENTORY	8/20/2012
BOS-3-2005	ACCEPTING AND ADMINISTERING GRANTS (name change to GRANTS MANAGEMENT and new policy number BOS-FIN-015)	12/13/2005
<b>BOS-FIN-015</b>	<b>GRANTS MANAGEMENT</b>	
BOS-FIN-016	COMMUNITY AGENCY & ECONOMIC DEVELOPMENT FUNDING	2/5/2013

#### HUMAN RESOURCES - 009

<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
<b>BOS-HRS-001</b>	<b>TEMPORARY EMPLOYEES</b>	
<b>BOS-HRS-002</b>	<b>EMERGENCY EMPLOYEES</b>	
<b>BOS-HRS-003</b>	<b>VOLUNTEERS</b>	
<b>BOS-HRS-004</b>	<b>NEW EMPLOYEE ORIENTATION</b>	
<b>BOS-HRS-005</b>	<b>PAYROLL TIME REPORTING</b>	
BOS-HRS-006	PAYROLL AUTHORIZATIONS	9/20/2011
<del>BOS-HRS-007</del>	<del>DISCLOSURE OF CONFLICT OF INTEREST</del> (name change to Conflict of Interest and new policy number of BOS-HRS-140 on 8/5/14)	<del>1/22/2013</del>
<b>BOS-HRS-008</b>	<b>PREVENTION OF WORK PLACE VIOLENCE</b>	
<b>BOS-HRS-009</b>	<b>AUTHORIZED POSITION LIST</b>	
<b>BOS-HRS-010</b>	<b>VACANT</b>	
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BOS-HRS-115	AMERICANS WITH DISABILITIES AND REASONABLE ACCOMMODATION	12/17/2013
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BOS-HRS-415	CLASSIFICATION PLAN	4/29/2014

#### SAFETY, SECURITY & EMERGENCY - 010

<i>Policy Number</i>	<i>Gila County Policy</i>	<i>Adopted by BOS</i>
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<b>BOS-SSE-002</b>	<b>FACILITIES SECURITY PLAN</b>	
<b>BOS-SSE-003</b>	<b>DISASTER EVACUATION PLAN</b>	
<b>BOS-SSE-004</b>	<b>INCIDENT REPORTING</b>	
<b>BOS-SSE-005</b>	<b>BOMB THREATS</b>	
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<b>BOS-SSE-007</b>	<b>HOSTILE INTRUDER</b>	
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<b>BOS-SSE-010</b>	<b>HAZARDOUS MATERIAL CONTROL</b>	
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